



November 2006
FLSA: NON-EXEMPT

POLICE SERGEANT

DEFINITION

Under general supervision, plans, schedules, trains, deploys, organizes, supervises and reviews the work of officers and non-sworn staff on an assigned shift; performs the full range of field and office work in connection with Patrol, Traffic Enforcement, Crime Prevention, Investigations, Youth Services, and Training; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; fosters cooperative working relationships with other City departments, outside agencies, and the public served; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises first-level shift supervision over Police Officers and non-sworn staff on an assigned shift basis.

CLASS CHARACTERISTICS

This is the first full supervisory-level class in the sworn peace officer series, responsible for all activities on an assigned shift or unit and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include patrol watch command, investigative, and the performance of a variety of administrative duties. This class is distinguished from Police Lieutenant in that the latter has management responsibility for a major division of the Police Department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, schedules, assigns, reviews and evaluates the work of sworn and non-sworn staff on an assigned shift or unit; conducts shift briefings.
- Provides input into selection, disciplinary and other personnel matters; may counsel employees as required.
- Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by sworn and non-sworn staff.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
- Prepares policies, procedures and general orders and performs other administrative duties for the department.

- Participates in the development and implementation of goals, objectives, policies, and priorities in designated areas of responsibility, including planning, organizing, and directing the work of departmental personnel in implementing the expressed directives of the Police Department.
- Supervises specialized programs such as Traffic Safety or Field Training; serves as the Department's representative; ensures compliance with objectives and regulations, and prepares related reports as required.
- Participates in the development and administration of the Police Department's annual budget, including estimating necessary operational funds, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Ensures that departmental goals and objectives of Police Services are met for maximum effective service delivery.
- Assists in conducting ongoing and sensitive internal affairs investigations.
- Responds to major crime scenes, accidents, or emergencies, and assumes immediate command of police activities, including supervising and participating in any or all crime scene processes, providing technical advice and direction, and requesting additional resources as necessary.
- Addresses any complaints or concerns from the public or other City personnel regarding significant or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May perform the full range of duties of a Police Officer.
- Performs other duties of a similar nature or level.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Department and City of Eureka policies and procedures.
- Criminal law with particular reference to the apprehension, arrest and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Other applicable Federal, State, and local laws, codes, ordinances and court decisions.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Techniques of first aid and CPR.
- Basic budgetary and program evaluation practices.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, supervise, review and evaluate the work of sworn and non-sworn staff on an assigned shift.
- Provide leadership and motivate staff;
- Train staff in work procedures.
- Oversee and evaluate programs and projects.
- Apply theories, principles and procedures in providing police services.
- Manage multiple tasks, often with competing priorities.
- Make effective presentations to individuals and groups.
- Prepare clear, accurate and grammatically correct reports, records and other written materials.
- Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret, apply and explain complex laws, codes, regulations and ordinances.
- Identify and be responsive to community issues, concerns and needs.
- Coordinate and carry out special assignments.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations within general policy and legal guidelines.
- Organize own work, set priorities and meet critical time deadlines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience as a sworn law enforcement officer.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid intermediate certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to

respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.